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28 October 1966

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training ✓

SUBJECT : Inauguration of Semi-Annual ADP Management Report to
the Bureau of the Budget

1. The attached requirements and instructions for a new report to the Bureau of the Budget are self-explanatory. As specified, we have to be prepared to submit these reports semi-annually henceforward to cover each half fiscal year. The essential elements of the report are:

- a. Accomplishments in the use of computers.
- b. Accomplishments in the management of ADP.
- c. ADP plans for the future.
- d. Possible ADP improvements requiring action by other agencies.
- e. Office organization and assignment of responsibilities for ADP.

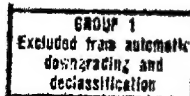
2. In order to compile this report for the Support Directorate with assurance that it is complete and accurate, I will need up-to-date information from each of your offices, exclusive of that which pertains to the activities of the Information Processing Branch, Support Services Staff not later than 9 November 1966. We will be pleased to assist in any way we can to satisfy this requirement within the time allowed.



Chief, Support Services Staff

Attachment; as stated

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21 OCT 1966

MEMORANDUM: Information Processing Coordinator, Intelligence
Information Processing Coordinator, Plans
Information Processing Coordinator, Support
Information Processing Coordinator, Science & Technology

SUBJECT : Inauguration of Semi-Annual ADP Management Report
to the Bureau of the Budget

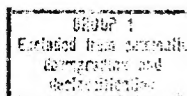
REFERENCES : (a) Bureau of the Budget Circular No. A-79,
October 5, 1966
(b) Memo dated July 5, 1966 to Deputy Directors
from Acting Executive Director
Subject: Use and Management of Computers
(c) Memo dated June 28, 1966 to Heads of Departments
and Agencies from The White House
Subject: Use and Management of Computers

1. Reference a established a requirement for a semi-annual report to BOB on ADP accomplishments. Reference b assigned responsibility for preparing such Agency reports to the Director, PPB. Each Directorate IP coordinator is requested to submit a report on ADP activities to the Chief, Information Processing Staff, O/PPB, who will prepare a coordinated Agency ADP management report to BOB.

2. Directorate contributions to the initial report are to be submitted no later than 15 November 1966. The second report will be due on 1 August 1967 and thereafter reports will be due in O/PPB by 1 February and 1 August to cover each half fiscal year, as explained in Circular A-79 (attached).

3. Directorate contributions to this report should not be limited by security considerations but should furnish the information asked for and be classified appropriately. The Agency's report will be classified and furnished to the International Division, BOB for approved handling.

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4. Guidelines for preparing Directorate contributions to this report

[Redacted]

[Redacted]

Chief, Information Processing Staff
Office of Planning, Programming and Budgeting

Attachments (2)

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Attachment

**Guidelines for Preparing Semi-Annual ADP Management Report
(Reference: BOB Circular A-79)**

| <u>Reporting Schedule:</u> <u>Period Covered in Report</u> | <u>Directorate Reports</u> <u>Due in O/PPB</u> | <u>Agency Report Due</u> <u>in BOB</u> |
|---|---|---|
| March 1965 -- October 1966 | 15 November 1966 | 25 November 1966 |
| November 1966 -- June 1967 | 1 August 1967 | 1 September 1967 |
| July 1967 -- December 1967 | 1 February 1968 | 1 March 1968 |
| January 1968 -- June 1968 | 1 August 1968 | 1 September 1968 |
| July 1968 -- December 1968 | 1 February 1969 | 1 March 1969 |
| etc. | etc. | etc. |

Report Heading: Identify Directorate and furnish other information requested.

Sec. I. Accomplishments in the use of computers.

Describe new computer based systems or changes in existing systems during the period which enable the Directorate to improve its activities significantly. (See instructions in Circular A-79)

Sec. II. Accomplishments in the Management of ADP.

IP Coordinators will report on steps taken to improve ADP management within their Directorate. The IP Staff will report on Inter-Directorate and Agency-wide ADP management. (See A-79 instructions)

Sec. III. Plans for the Future.

The description of ADP plans and anticipated benefits reported in this section should later serve the Directorates in responding to the annual Combined Program Call re. ADP Systems, and assist Agency management in the development of comprehensive plans for the use and management of ADP. The semi-annual ADP management report is expected to serve in the future as the principal document in which Directorates will surface and thoroughly explain their specific ADP requirements, plans and anticipated benefits to Agency management. Future ADP activities will be approved and managed on the basis of such advance reporting. It is therefore important that these plans be given serious consideration and that their contents be comprehensive. Initially they should cover the period two years beyond the current fiscal year. (See A-79 instructions)

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Sec. IV. Action by Other Agencies.

Identify and explain actions that would be beneficial to the Agency.
(See A-79 instructions)

Sec. V. Organization.

Describe the organizational framework and assignment of responsibilities through which Directorate ADP activities are managed. The IP Staff will describe the overall Agency ADP framework. (See A-77 instructions)

- Furnish all information asked for.
- Discuss problems with the IP Staff, C/PPB.
- Classify reports at the appropriate security level.
- Date and sign reports (IP Coordinator).
- Submit reports on or before due dates, above.
- The requirement for comprehensive ADP management reporting stems from Public Law 89-306 and the Agency has no statutory exemption. However, security requirements prohibit any extra-Agency use of our ADP reports, or any part thereof, without specific approval which will be granted only in concert with the Directorates concerned.

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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

October 5, 1966

CIRCULAR NO. A-79

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Report of accomplishments in the management of automatic data processing (ADP)

1. Purpose. This Circular establishes a requirement for a semiannual report on agency accomplishments in the management of automatic data processing.

2. Background. In his memorandum for the heads of executive departments and agencies dated June 28, 1966, the President directed the head of every Federal agency to explore and apply all possible means for (a) using the electronic computer imaginatively to provide better service to the public, improve agency performance and reduce costs, and (b) managing electronic computer activities at the lowest possible cost. The President also directed the Director of the Bureau of the Budget to report to him on December 31, 1966, and each six months thereafter, on the progress that the Federal Government is making in these respects. The reports furnished by the agencies in accordance with this Circular will form the basis for the report to the President.

3. Report coverage.

a. Agency reports will cover accomplishments related to the use and management of both commercially-available computers and computers built to special specification, excluding those that are used in a weapons system. Smaller agencies which rely on others for the provision of computer capability will include such uses in their reports as appropriate.

b. Agency reports will include Government contractors who operate computers in the performance of work under cost reimbursement contracts and subcontracts when (1) the equipment was acquired by the contractor to perform his contractual obligations, or (2) the equipment is furnished to the contractor by the Government, or (3) the equipment is installed in Government-owned, contractor-operated facilities.

4. Report guidelines and format.

a. Each agency will prepare a summary-type report which describes, in concise fashion, the significant accomplishments within the agency. Guidelines and the format to be used for reporting are provided in Attachment A. Included in the guidelines is a specific provision for reporting on actions taken by agencies in accordance with recommendations

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Review Report
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contained in the Report to the President on the Management of Automatic Data Processing in the Federal Government, approved March 2, 1965.

b. Certain of the accomplishments that come within the scope of this Circular may also be identified in reports made to the Bureau of the Budget in accordance with Circular A-44 on Cost Reduction and Management Improvement in Government Operations. Nevertheless, any such accomplishments will be reported and described in accordance with the guidelines provided in Attachment A of this Circular.

5. Reporting dates and periods to be covered. The initial report will be submitted no later than November 25, 1966, and will cover accomplishments during the period March 1965 through October 1966. The second report will be submitted on September 1, 1967, to cover the period November 1966 through June 1967. Thereafter, reports will be due on March 1 to cover the first half of the current fiscal year, and on September 1 to cover the last half. All reports will be submitted in duplicate to the Bureau of the Budget, Attention: Office of Management and Organization, ADP Management Branch.

CHARLES L. SCHULTZE
Director

Attachment

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ATTACHMENT A
Circular No. A-79SEMI-ANNUAL REPORT OF ACCOMPLISHMENTS IN THE
MANAGEMENT OF AUTOMATIC DATA PROCESSING
(FOR USE IN PREPARING REPORT TO THE PRESIDENT)

Agency _____ Period Covered _____

Person to contact regarding report: Name _____ Phone _____

I. ACCOMPLISHMENTS IN THE USE OF ELECTRONIC DIGITAL COMPUTERS

Describe those situations in which computer-based systems have been installed or revised during the report period to enable the agency to improve significantly its service to the public or otherwise increase substantially the effectiveness and efficiency of its operations. Each situation should be described concisely, in lay terms, avoiding the use of abbreviations or acronyms unless properly identified at some point in the text. The description of each situation will be in accordance with the following format and, as a general guide, will not exceed two pages.

a. The agency program (function) in which the computer is used. Describe, in general terms, the agency program or function in which the computer or computers are used. Include, when practicable, indicators of the magnitude of the program.

b. The benefits obtained. Describe the major benefits being obtained. These benefits could be in the form of improved service to the public, more effective program performance, ability to perform essential work not previously feasible, reduced operating costs or the avoidance of increased costs, improved personnel utilization, or a combination of these. The benefits should be stated as specifically as possible, and in quantitative terms whenever feasible, so that the advantages gained are clearly evident. Reductions in costs and personnel will be stated on a net basis, or will cite both gross reductions and offsetting increases. Generalized statements which refer, for example, to the availability of better or more timely information, or to the ability to make better decisions, should be avoided.

c. The role of the computer(s). Describe the manner in which the performance of the function is facilitated by the computer(s), including the principal differences between the way the work was accomplished previously and now. Include also, if feasible, an identification of the make and model of the computer(s) being used and indicators of the magnitude of the computer effort, e.g., computer hours devoted to the work, or the extent of programing support required.

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II. ACCOMPLISHMENTS IN THE MANAGEMENT OF ADP ACTIVITIES

Describe significant accomplishments during the report period in the management of ADP activities, as distinguished from the uses of computers which are reported in Section I. Specifically, all agencies will include a reference to actions taken in response to the following recommendations contained in the Report to the President on the Management of Automatic Data Processing in the Federal Government dated March 2, 1965:

| <u>Chapter</u> | <u>Recommendation Number</u> | <u>Recommendation</u> |
|----------------|----------------------------------|--|
| 2 | 3 | Agencies should develop master data processing plans at appropriate levels, to serve as guides in the orderly development of systems and to assure the most effective use of staff resources available for that development. |
| 5 | 2 | Agency heads should take appropriate steps to assure that decisions to rent equipment remain under constant review, and that prompt action is taken to purchase the equipment if, in accordance with published criteria, it becomes advantageous to do so. |

Other accomplishments reported in this section should be categorized by appropriate headings which might include but need not be limited to the following examples:

- a. standardization of computer-based data processing systems, or components thereof, within or among agencies (if not reported in Section I);
- b. integration of computer-based data processing systems on an interagency and intra-agency basis (if not reported in Section I);
- c. initiation or completion of research and development or test programs intended to improve ADP technology, techniques and systems;
- d. consolidation of computer facilities and staffs, such as systems development and programing staffs;
- e. the sharing of computers and ADP personnel;

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f. the use of excess equipment in lieu of acquiring additional equipment;

g. the use of excess Government-owned equipment to permit the release of rented equipment;

h. negotiation of equipment procurement contracts under terms more favorable than those provided in the Federal Supply Schedule.

In all cases, the benefits obtained from the reported actions should be specifically identified.

The General Services Administration and the Department of Commerce will include references to those other recommendations in the above-mentioned Report which relate specifically to their respective responsibilities.

III. PLANS FOR THE FUTURE

Describe briefly significant actions planned or under way (but incomplete) which are expected to result in accomplishments that will then be reportable in Sections I or II in future reports. A statement of anticipated benefits should be included in the description. The plans should be described under the following headings and be related to the kinds of actions specified in Sections I and II respectively:

- a. Plans for the use of computers;
- b. Plans for the management of ADP activities.

Subsequent reports need only include an appropriate updating of the plans to indicate current and projected status.

IV. AREAS IN WHICH MANAGEMENT IMPROVEMENT OF ADP ACTIVITIES REQUIRES ACTION ON THE PART OF OTHER AGENCIES

Describe significant improvements in the use of computers or in the management of ADP activities which could be achieved by your agency but which are largely dependent upon action on the part of other agencies, including possibilities for systems standardization and systems integration on an interagency basis. If appropriate, include recommendations for bringing about such improvements. Subsequent reports need only describe additions or revisions to the initial report.

V. ORGANIZATION

Describe briefly the organizational framework and assignment of responsibilities through which the agency head is assured that ADP activities are properly managed. Bureau of the Budget Circular A-61 provides guidance in this respect. Include an identification of the organization at the departmental or agency headquarters level which is responsible for overall management of the agency's ADP activities and state its precise responsibilities for each of the following:

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- a. master planning for the development of computer-based data processing systems;
- b. systems design, including the coordination or development of standard systems for interagency and intra-agency use;
- c. review of proposed systems, including a determination of the possibility of using existing computer facilities or excess equipment;
- d. equipment selection and method of procurement;
- e. evaluation of systems in operation, including continuous review of purchase/lease decisions.

Subsequent reports need not repeat information under this section if there is no change from a previous report, but should indicate "no change" in such cases.

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